

I REPORT DESCRIPTIONS

This appendix describes three distinct reporting capabilities: standard reports, ad hoc queries, and data warehousing. Also contained in this appendix is a description of many sample reports for possible inclusion in a WIC information system.

I.1 REPORTING CAPABILITIES

I.1.1 GENERATE STANDARD REPORTS

Standard reports provide pre-defined data sets in a consistent format and can be requested through a report menu. These recurring reports can be displayed on the screen, printed in hard copy, or saved to a file for later printing or import into another software product. To allow for some limited customization of standard reports, the system may allow users to enter data selection or sort parameters to limit the scope of data included in the report or method of presenting the data.

I.1.2 CONDUCT AD HOC QUERIES AND GENERATE REPORTS

Sometimes WIC Program staff need specific information that does not exist in any standard report. The analysis required to generate such information may entail the synthesis of data elements that are not typically associated with each other. Such information gathering often must be customized to the needs of a particular individual at a specific point in time. Such requests generally are needed only once and usually do not recur over time. The most effective approach to meeting these “on-demand” reporting requirements is through an ad hoc reporting tool.

An ad hoc reporting capability allows the requestor to enter query parameters, which are then used to select and retrieve only the data that meet the specified criteria. Usually, the user can also enter parameters to control the formatting of the data on the resulting report. Typically, an ad hoc query capability is provided through a commercial software package that is able to work with the existing database product. Most commercial ad hoc reporting tools provide menu driven search queries that enable the requestor to formulate a search strategy by selecting criteria from a pre-defined search screen. Depending on the

architecture, technical environment, and characteristics of the system, the ad hoc reporting tool may be used either with the production database of the WIC transaction processing system or a separate reporting database that presents an extract of the data in the transaction processing system.

The ad hoc reporting tool should provide the capability for the user to enter selection parameters that would be used to retrieve data that meets the entered criteria. The ad hoc tool then should display the results to the screen, generate a hard copy report, or create a data extract file. Generally, if the tools are to be used by non-technical employees with only minimal training, then menu driven ad hoc query tools are preferable to those tools requiring structured query commands. However, they are more limited in capability to produce more complex reports. Many tools have at least some capability to operate in either mode. Most of these tools are intended to enable relatively inexperienced and non-technical users to quickly produce simple, relational reports. More complex reports will require more complex understanding and training, regardless of the tool.

If possible, it is often useful to defer selection of an ad hoc reporting tool until after the new database is constructed and in prototype or pilot use. The various tool vendors can then provide blind test the product to demonstrate how well and how quickly their tools can produce actual, user-desired reports. In this case, it is absolutely essential that users, and not vendors personnel, execute these tests.

I.1.3 MAINTAIN DATA WAREHOUSE

The most complex level of reporting requires synthesis of data from multiple systems over extended periods of time. The requestor is often attempting sophisticated research to identify trends in data over historical periods. For this type of multifaceted data analysis, a data warehouse may be the most effective tool. A data warehouse is a collection of data in support of management's decision-making process that is subject-oriented, integrated, time-variant, and non-volatile. The data warehouse is focused on a business concept (for example, claims statements) rather than a business process (for example, paying claims), and contains all the relevant information on the concept gathered from multiple processing systems. This information is collected and represented at consistent

periods of time, and is not changing rapidly. Thus, a data warehouse generally includes data extracted periodically from multiple legacy systems, combined in a single, separate reporting database.

The fundamental basis of any useful data warehouse is that it retains similar data from many sources, over a long period of time, in a single format that is effective when used in their intended manner. However, a data warehouse can be burdensome and inefficient if misused as a general purpose tool.

Building the data warehouse requires a set of tools for describing the logical and physical design of the data sources and their destinations in the data warehouse. Operational data must pass through a cleansing and transformation stage before being placed into the data warehouse in order to conform to the definitions laid out during the design stage. End user tools, including desktop productivity products, specialized analysis products and custom programs are used to gain access to the information in the data warehouse. Ideally, user access is through a directory facility that enables the user to search for appropriate and relevant data to resolve business questions, and provides a layer of security between the users and the back-end systems. The structure of the database for the data warehouse is quite different from the structure for a transaction management system. The data warehouse utilizes On-line Analytical Processing (OLAP) technologies that allow the user to construct queries “on-the-fly” that build upon preceding queries and are modified in real time depending on the results of the previous analysis.

I.2 DESCRIPTION OF SAMPLE REPORTS

States vary substantially in their existing reporting capabilities and needs. The following list is a sampling of some standard reports commonly used by the States. As few states have implemented EBT/ESD reports, the emphasis in this Appendix is on reporting for paper based food instrument systems. While the functionality of the reports described may be common across States, the specific names of data elements included in the reports will be dependent upon the specific database implementation. Consequently, data elements and data stores from which the data elements may be retrieved are not included in the report descriptions. This listing is not intended to be exhaustive, but rather to provide some ideas for states initiating the report design process. However, it is assumed

that reports will be tailored to meet the needs of specific State WIC programs. The samples below are primarily to serve as a guide for States wishing to automate their system's reporting functionality.

Each report description below contains the following information:

- Reason for the report
- Sort Criteria
- Update Status of Data
- Frequency
- Users

I.3 CERTIFICATION

PRINTED REPORT OR SCREEN DISPLAY OF WAITING LIST

- Reason: Enable WIC staff to easily identify applicants that previously requested certification with the WIC Program when caseload permits certification of applicants that have been placed on a waiting list.
- Sort Criteria (major to minor): Participant Category
- Data Current as of: Run time
- Frequency: On demand
- Users: Local agency WIC staff

REPORT OF PARTICIPANT NUTRITION RISK ASSESSMENT

- Reason: Help the CPA determine WIC eligibility by providing the participant's nutrition assessment based on WIC standard health indicators for the average person in the same category.
- Data Current as of: Run time
- Frequency: On demand
- Users: Local agency WIC staff
- Process: List the Participant Risk Factor(s) and the ranges for an average person for each of the basic risk factors

PRINTED REPORT OR SCREEN DISPLAY OF PARTICIPANTS DUE FOR CERTIFICATION

- Reason: Notify local agency of need to plan certification appointment, if necessary, for participants due for certification.
- Sort Criteria (major to minor): Certification Date, Participant Name
- Data Current as of: Run time
- Frequency: Monthly (or more frequently, depending on clinic size)
- Users: Local agency WIC staff
- Process: On a monthly basis, the system should print a report of those participants scheduled for certification in the next month

TERMINATION REPORT

- Reason: Inform local clinic of participants who have been terminated.
- Data Current as of: Run time
- Frequency: Monthly
- Users: Local agency WIC staff

POTENTIAL DUAL PARTICIPANTS REPORT

- Reason: Identify potential dual participants, to avoid potential misuse of WIC food instruments.
- Sort Criteria (major to minor): Alphabetical by Participant Name-Last
- Data Current as of: Run time
- Frequency: Weekly
- Users: WIC State and local agency staff

I.4 NUTRITION EDUCATION, HEALTH SURVEILLANCE, AND REFERRALS

DAILY SCHEDULE OF NUTRITION EDUCATION CLASSES

- Reason: Display the nutrition education classes for the current day to support appointment scheduling and class preparation.
- Sort Criteria (major to minor): Appointment date, type, time
- Data Current as of: Run time
- Frequency: Daily
- Users: Local agency WIC staff

REPORT OF NUTRITION EDUCATION ATTENDANCE

- Reason: Summarize the number of actual participants, no-shows, and refusals-to-attend for each type of nutrition education to assist in identifying the more "popular" types of education.
- Subtotals: Nutrition Education Type
- Sort Criteria (major to minor): Nutrition Education Type
- Data Current as of: Run time
- Frequency: Monthly, quarterly, and annually
- Users: Local and state agency WIC staff

SCREEN DISPLAY OR REPORT OF PARTICIPANTS WHO DID NOT PARTICIPATE IN NUTRITION EDUCATION

- Reason: Provide a list of individuals who were scheduled to attend but did not attend nutrition education class(es), identifying the reason they did not attend, and to reschedule the nutrition education.
- Sort Criteria (major to minor): Alphabetical listing by Participant Name-Last
- Data Current as of: Run Time
- Frequency: Daily and Monthly
- Users: Local agency WIC staff

REPORT OF NUTRITION EDUCATION CONTACTS

- Reason: Track the nutrition education contacts or offers provided to participants to ensure the required number of nutrition education contacts have been offered/attended.
- Data Current as of: Run time
- Frequency: Upon request
- Users: Local WIC staff

REPORT OF PARTICIPANT NUTRITION RISKS

- Reason: Monitor the types of nutrition risks represented in the participant population to help target nutrition education programs.
- Data Current as of: Run time
- Frequency: Upon request
- Users: Local WIC staff

VARIOUS PARTICIPANT STATISTICS REPORT

- Reason: Provide health agencies with WIC participant summary statistics, including immunization screening, to help identify other health service needs in a given geographic area.
- Subtotals: Varies depending on other health agency needs
- Sort Criteria (major to minor): Local agencies (Could vary depending on other health agency needs)
- Data Current as of: Run time
- Frequency: Monthly, quarterly, and annually
- Users: State WIC staff and other agencies
- Process: Calculate various health statistics from Participant and Participant Health data stores

CENTERS FOR DISEASE CONTROL AND PREVENTION STATISTICS REPORT

- Reason: Provide CDC with WIC participant statistics on nutrition-related problems among children (Pediatric Nutrition Surveillance) and pregnant women (Prenatal Nutrition Surveillance).
- Subtotals: Participant Age and Ethnic Origin by Local Agency
- Sort Criteria (major to minor): Participant Age and Ethnic Origin

- Data Current as of: Run time
- Frequency: Monthly, quarterly, and annually
- Users: State WIC staff/Local WIC Staff
- Process: Summarize and calculate various health statistics from Participant and Participant Health data stores

I.5 FOOD BENEFIT ISSUANCE

SCREEN OR PRINTED REPORT OF APPROVED FOODS

- Reason: Provide a listing of foods that are approved by WIC to assist WIC staff in maintaining the list and structuring food packages and instruments.
- Sort Criteria (major to minor): Alphabetical Order of WIC Food Name by food type
- Data Current as of: Run time
- Frequency: On demand
- Users: State and local WIC agency

SCREEN OR PRINTED REPORT OF FOOD INSTRUMENT TYPES

- Reason: Provide a description of food instrument types to assist WIC staff in prescribing the appropriate food instruments to participants, and to assist in the definition of new or revised food instrument types.
- Sort Criteria (major to minor): Food Instrument Type Identification
- Data Current as of: Run time
- Frequency: On demand
- Users: State and local WIC agency

SCREEN OR PRINTED REPORT OF FOOD PACKAGES

- Reason: Provide a description of food packages to assist WIC staff in prescribing the appropriate food packages to participants, and to assist in the definition of new or revised food packages.
- Sort Criteria (major to minor): Food Package Identification
- Data Current as of: Run time
- Frequency: On demand

- Users: State and local WIC agency

SCREEN OR PRINTED OR SCREEN REPORT OF REDUCED QUANTITY FOOD INSTRUMENT

- Reason: Provide a description of reduced quantity food packages related to a standard food package to aid WIC staff in selecting an appropriate food package for the participant.
- Data Current as of: Run time
- Frequency: On demand
- Users: Local WIC staff

FOOD INSTRUMENT STOCK INVENTORY REPORT

- Reason: Produce a printed inventory of the location and use of all food instrument paper stock to aid WIC staff in monitoring the inventory of food instrument paper stock and in identifying potential shortages.
- Sort Criteria (major to minor): Local Agency Identification, Food Instrument Stock Batch Number
- Data Current as of: Run time
- Frequency: Monthly, Quarterly, or Annually
- Process: Process data in Item Inventory-Serialized data store, and Food Instrument data store to identify those food instrument stock batches for which all corresponding food instruments have been issued
- Users: Local and State agency WIC staff

FOOD INSTRUMENT STOCK REORDER REPORT

- Reason: Produce a report identifying low paper stock balances to assist in shipping stock to local agencies and avoiding potential shortages.
- Sort Criteria (major to minor): Local Agency Identification
- Data Current as of: Run time
- Frequency: Biweekly
- Process: Process data in Item Inventory – Serialized data store, and Food Instrument data store to calculate the number of food instruments on-hand and identify those local agencies for which their total on-hand food instrument stock falls below a designated threshold.
- Users: Local and State agency WIC staff

I.6 FOOD BENEFIT REDEMPTION, SETTLEMENT AND RECONCILIATION

AUTOMATIC FOOD INSTRUMENT VOID REPORT

- Reason: Provide a listing to WIC staff of food instruments automatically voided by the WIC information system and the reason for each void.
- Sort Criteria (major to minor): Local Agency Identification, Food Instrument Serial Number
- Data Current as of: Run time
- Frequency: Daily, Weekly
- Users: State and local WIC agencies

SCREEN DISPLAY OR PRINTED REPORT OF FOOD INSTRUMENTS MANUALLY VOIDED

- Reason: Inform WIC staff of the food instruments that have been manually voided, the reason each was voided, and should not be accepted for redemption and payment.
- Sort Criteria (major to minor): Local Agency Identification, Food Instrument Serial Number
- Data Current as of: Run time
- Frequency: Daily, Monthly, Quarterly
- Users: State and local WIC agencies

FOOD INSTRUMENT VOID EXCEPTION REPORT

- Reason: Inform WIC staff of food instruments for which manual voiding has been attempted, but the food instrument has already been redeemed or was never issued according to the records of the WIC information system.
- Sort Criteria (major to minor): Local Agency Identification, Food Instrument Serial Number
- Data Current as of: Run time
- Frequency: Daily, Weekly
- Users: State and local WIC agencies

FOOD INSTRUMENT RECONCILIATION REPORT

- Reason: Inform WIC staff of the results of the editing process for each batch of food instruments, listing the results for each food instrument.

- Sort Criteria (major to minor): Vendor Identification, Food Instrument Serial Number
- Data Current as of: Run time
- Frequency: Daily, Weekly
- Users: State and local WIC agencies

SCREEN DISPLAY OR PRINTED FOOD INSTRUMENT HISTORY

- Reason: Enable WIC staff to access the full history of processing for a specific food instrument in order to follow up on any processing problems.
- Data Current as of: Run time
- Frequency: On demand
- Users: State and local WIC agencies

SUMMARY FOOD INSTRUMENT REDEMPTION REPORT, BY VENDOR

- Reason: Inform WIC staff of daily, weekly and quarterly results of food instrument redemption and reconciliation results, broken out by vendor (This report also will be useful for Vendor Management functions)
- Sort Criteria (major to minor): Vendor Identification
- Subtotals: By vendor
- Data Current as of: Run time
- Frequency: Daily, weekly and quarterly
- Processing: Calculate summary statistics for each vendor and calculate percentages
- Users: State WIC agencies

VENDOR FOOD INSTRUMENT REJECTION REPORT (OR NOTIFICATION LETTER)

- Reason: Provide vendors with a listing of rejected food instruments that will not be paid and the reasons for rejection.
- Sort Criteria (major to minor): Vendor Identification, Vendor Outlet Identification, and Food Instrument Serial Number
- Data Current as of: Run time
- Frequency: Daily, Weekly

- Users: Vendors, State WIC agencies

REDEEMED BUT UNISSUED FOOD INSTRUMENT REPORT

- Reason: Identify food instruments that have been submitted for redemption but for which no issuance is recorded in the WIC information system and for which research is required prior to payment.
- Sort Criteria (major to minor): Food Instrument Serial Number
- Data Current as of: Run time
- Frequency: Daily
- Users: State WIC agency

DAILY FILE OF CHECK PAYMENT DETAILS

- Reason: Provide clearing bank staff with data for individual food instruments approved for payment to vendors.
- Sort Criteria (major to minor): Vendor Identification, Food Instrument Serial Number
- Data Current as of: Run time
- Frequency: Daily
- Users: State WIC agency

FOOD VOUCHER PAYMENT DETAILS

- Reason: Inform State accounting staff of payments due to vendors, showing backup detail for the payment.
- Sort Criteria (major to minor): Vendor Identification, Food Instrument Serial Number
- Subtotals: By Vendor
- Data Current as of: Run time
- Frequency: Daily or weekly
- Users: State WIC agency

I.7 FINANCIAL MANAGEMENT

FOOD AND NUTRITION SERVICES AND PROGRAM ADMINISTRATION GRANT REPORT

- Reason: This report provides the State agency with a hard copy record of the food and NSA grant information that is stored in the system, for verification.
- Subtotals: None
- Sort Criteria (major to minor): None
- Data Current As Of: Run date
- Frequency: Upon request
- Users: State agencies
- Process: For this report, the system must calculate State NSA and food grants for the current Federal fiscal year.

LOCAL AGENCY NUTRITION SERVICES AND PROGRAM ADMINISTRATION BUDGET

- Reason: This report provides detailed budget data at the local agency level for review by State agencies and confirmation by local agencies.
- Subtotals: None
- Sort Criteria (major to minor): None
- Data Current As Of: Run date
- Frequency: Upon request
- Users: State and local agencies
- Process: For this report, the system must retrieve budget detail from the NSA data store and calculate budget totals for future reconciliation with the State agency budget.

WIC NUTRITION SERVICES AND PROGRAM ADMINISTRATION BUDGET

- Reason: This report provides annual budget data used by FNS to compare to actual expenses at the end of the year.
- Subtotals: None
- Sort Criteria (major to minor): None
- Data Current As Of: Run date

- Frequency: Upon request
- Users: State agencies, FNS
- Process: For this report, the system must calculate annual budget totals for the State agency, all local levels combined, and the State agency and local agencies combined.

SCREEN DISPLAY AND HARD COPY REPORT OF FINANCIAL STATUS

- Reason: This screen/report provides current financial information to State agencies on the NSA expenses and food obligations for the WIC Program.
- Subtotals: None
- Sort Criteria (major to minor): None
- Data Current As Of: Run date
- Frequency: Upon request
- User: State agencies
- Process: For this display, the system must calculate the cumulative obligated and actual outlay expenditures, expenditures as a percentage of the total budget, and the projected annual costs for each budgeted line item. Projected costs should be based on a straight-line estimate from costs incurred in previous months of the current Federal fiscal year.

WIC CASH MANAGEMENT STATEMENT

- Reason: This report shows current cash balances for food and NSA accounts that are managed by the State agencies to support the financial continuity of the WIC Program.
- Subtotals: By Month
- Sort Criteria (major to minor): Month
- Data Current As Of: Run date
- Frequency: Upon request
- User: State agencies
- Process: For this report, the system must calculate the totals of food outlays and receipts and recoveries using food instrument cost data maintained in the Food Instrument data store and NSA expense data retrieved from the NSA Expenditure data store.

WIC MONTHLY FINANCIAL AND PROGRAM STATUS REPORT (FORM FNS-798)

- Reason: This report provides monthly and year-to-date activity for food and NSA obligations and outlays. It is the principal information used by FNS to monitor the financial status and participation levels of the State agency's WIC Program.
- Subtotals: By Month
- Sort Criteria (major to minor): Month
- Data Current As Of: Run date
- Frequency: Monthly
- User: FNS
- Process: For this report, the system must calculate the totals of food outlays and receipts and recoveries using food instrument cost data maintained in the Food Instrument data store.

MANUFACTURER REBATE ESTIMATE

- Reason: Provide estimate of manufacturer rebates (with detail by month and, as necessary, product type) for use by State agencies in determining impact on caseload estimates.
- Subtotals: Month and Product Type
- Sort Criteria (major to minor): Product type, if appropriate
- Data Current As Of: Run date
- Frequency: Upon request
- Users: State agency staff
- Process: For this report, the system must estimate the total number of cans of each type of formula that will be purchased by retrieving current participation data from the Participant, Participation, and Food Instrument data stores. The system must then calculate the rebate amounts by multiplying the number of cans by the percentage of each product type historically sold and multiplying the product by the individual rebate rates per type. In an EBT environment, actual rebate sales data could be used to project estimates.

INFANT FORMULA REBATE REPORT (BASED ON REDEMPTION COUNT)

- Reason: Provide supporting information for the manufacturer rebate invoices for review by the State agencies and the manufacturers. Additional information on participants and participants is provided to

enable agencies to verify "reasonableness" of the invoice. In an EBT environment, actual sales data could be used for this report.

- Subtotals: Product type, Issue Month
- Sort Criteria (major to minor): Manufacturer, as appropriate
- Data Current As Of: Run date
- Frequency: Upon request
- Users: State agencies, Manufacturers
- Process: For this report, the system must calculate the total number of cans bought by adding all the cans of infant formula on redeemed food instruments for a given issue month. The number of cans of each product type is multiplied by the manufacturer's rebate rate per can to determine the rebate amount per month. The system must also retrieve participant and participation data from the Participant, Participation, and Food Instrument data stores. Rebate rate and manufacturer data must also be retrieved from the Rebate data stores.

MANUFACTURER REBATE COLLECTION STATUS REPORT

- Reason: Provide current status of collection of rebates due from manufacturers for use by State agencies in analysis of cash flows and collection experience.
- Subtotals: Manufacturer
- Sort Criteria (major to minor): Manufacturer
- Data Current As Of: Run date
- Frequency: Upon request
- Users: State agency staff
- Process: For this report, the system must calculate the outstanding receivable balance for the collection of rebates assessed to participating manufacturers

INFANT FORMULA REBATE REPORT (BASED ON MARKET SHARE)

- Reason: Provide supporting information for the manufacturer rebate invoices for review by the State agencies and the manufacturers. Additional information on participants and participants is provided to enable agencies to verify "reasonableness" of the invoice.
- Subtotals: None
- Sort Criteria (major to minor): Manufacturer

- Data Current As Of: Run date
- Frequency: Upon request
- Users: State agency staff
- Process: For this report, the system must calculate the total number of cans bought by dividing the sum of all the redeemed infant formula food instrument amounts by the average price per can. The number of cans per manufacturer is then calculated as the total number of cans multiplied by the manufacturer's market share. Finally, the total rebate per manufacturer is calculated as the product of the number of cans per manufacturer times the manufacturer's rebate per can. The system must retrieve participant and redemption data from the Participant and Food Instrument data stores. Rebate rates and manufacturer's market shares must be retrieved from the Rebate data stores.

I.8 CASELOAD MANAGEMENT

STATE AGENCY CASELOAD ALLOCATION REPORT

- Reason: Provide State agencies with information on total available funds and caseload for the State agency by month so that they may plan staffing levels and allocate other resources for the year.
- Subtotals: None
- Sort Criteria (major to minor): By month
- Data Current As Of: Run date
- Frequency: Upon request
- Users: State agencies
- Process: For this report, the system must calculate the maximum number of food packages that can be issued Statewide for each month.

CASELOAD TRACKING REPORT

- Reason: Provides information on actual participation vs. assigned caseload vs. eligible participation for use by State and local agencies in fine-tuning participation objectives during the course of the year.
- Subtotals: Region (if applicable)
- Sort Criteria (major to minor): Region (if applicable), Local Agency
- Data Current As Of: Run date
- Frequency: Monthly

- Users: State agencies
- Process: For this report, the system must calculate changes in caseload and caseload achievement rates.

WIC PARTICIPATION REPORT (FORM FNS-798)

- Reason: This report provides WIC participation levels by category and priority for the given report month.
- Subtotals: Priority, Category
- Sort Criteria (major to minor): None
- Data Current As Of: Last day of report month
- Frequency: Monthly (due 90 days after report month)
- Users: FNS, State agencies

PC/MDS BIENNIAL REPORT

- Reason: This report provides participant characteristic data.
- Subtotals: None
- Sort Criteria (major to minor): None
- Data Current As Of: Run date
- Frequency: Once every two years.
- Users: FNS, State agencies

I.9 OPERATIONS MANAGEMENT

LOCAL AGENCY PROFILE

- Reason: Provide a snapshot of local agency or clinic operations for review by State agency or preparation for site visitation. Profile will include information that reflects the size, capacity, productivity, and operating costs of the local agency or clinic.
- Subtotals: None
- Sort Criteria (major to minor): By month
- Data Current As Of: Run date
- Frequency: Upon request

- Users: State and local agency staff
- Process: For this report, the system must produce statistical data, and calculate productivity and cost ratios.

LOCAL AGENCY ACTIVITY REPORT

- Reason: Provide analysis of local agency and clinic activity to enable State and local agencies to monitor and react to changes in the number of certifications, food instruments issued and redeemed, nutrition education class attendees, and other variables, which affect the workload of the Local Agency.
- Subtotals: Clinic (if applicable)
- Sort Criteria (major to minor): Local Agency, Clinic (if applicable)
- Data Current As Of: Last day of the month
- Frequency: Monthly
- Users: Local agency staff
- Process: For this report, the system must retrieve activity data from the Transaction data store.

STATE AGENCY ACTIVITY REPORT

- Reason: Provide summary analysis of clinic activity across the State for macro-management of local agency and clinic workload.
- Subtotals: Region (if applicable)
- Sort Criteria (major to minor): Region (if applicable), Local Agency
- Data Current As Of: Last day of the month
- Frequency: Monthly
- Users: State agency staff
- Process: For this report, the system must calculate summary totals of the data presented in the Local Agency Activity Report.

SCREEN DISPLAY AND HARDCOPY REPORT OF OUTREACH ORGANIZATION DATA

- Reason: Enable local agencies to review outreach organization information in order to increase participation levels when additional caseload is assigned by the State agency.
- Subtotals: None

- Sort Criteria (major to minor): None
- Data Current As Of: Real time
- Frequency: Upon request
- Users: Local agencies

WIC APPLICANT REFERRAL REPORT

- Reason: Support the analysis of outreach and referral program effectiveness by identifying those external health and social service agencies that refer participants to WIC or receive referrals from WIC.
- Subtotals: Local Agency
- Sort Criteria (major to minor): Local Agency, Participant Referred From and Referred To
- Data current as of: Run date
- Frequency: Monthly
- Users: State and local agencies
- Process: For this report, the system must calculate the total number by type of applicant referral for a specified time period.

REPORT OF PARTICIPANTS' VIEWS ON WIC SERVICES

- Reason: Summary listing of participant opinions on each WIC service to aid WIC staff in evaluating and scheduling the WIC services over time.
- Sort Criteria (major to minor): WIC Service Type
- Data Current as of: Run time
- Frequency: Monthly, Quarterly, and Annually
- Users: Local and state agency WIC staff
- Processing: Calculate average opinion for each WIC service from the Survey Response data store.

I.10 VENDOR MANAGEMENT

SCREEN DISPLAY OR REPORT OF VENDOR AUTHORIZATION DATA

- Reason: To enable WIC staff to confirm that data entered from vendor authorization applications has been entered accurately.

- Sort Criteria (major to minor): Vendor Name
- Data current as of: Run time
- Frequency: On demand
- Users: State agency vendor management staff (including users in other states)

SCREEN DISPLAY OR REPORT OF AUTHORIZED VENDORS AND NUMBER OF PARTICIPANTS BY LOCATION

- Reason: Enable WIC staff to identify the authorized vendors located in a specific geographic area, and help determine whether there is a sufficient number of vendors to accommodate participant access.
- Sort Criteria (major to minor): Vendor Outlet-City, Vendor Outlet-Zip, and Vendor Outlet Identification
- Data current as of: Run time
- Frequency: On demand
- Users: State and local agencies
- Process: For each city and zip code, county or other appropriate area, list all vendors and vendor outlets associated with each principal owner or other owner based on data contained in the Vendor data store. Also, calculate the number of participants for the same area by summing the appropriate records contained in the Participant data store. Calculate ratio of participants to outlets in each zip code.

SCREEN DISPLAY OR REPORT OF AUTHORIZED VENDORS BY OWNERSHIP

- Reason: To enable WIC staff to identify all vendors and vendor outlets for which there are common significant owners.
- Sort Criteria (major to minor): Vendor Principal Owner Name-Last/Vendor Principal Owner Alias Name/Vendor Other Owner Name-Last/Vendor Other Owner Alias Name, Vendor WIC Identification, and Vendor Outlet Identification
- Data current as of: Run time
- Frequency: Monthly
- Users: State agency vendor management staff (including users in other states)
- Process: List all vendors and vendor outlets associated with each principal owner or other owner

STATUS OF VENDOR AUTHORIZATIONS REPORT

- Reason: Enable WIC staff to track the status of vendor authorizations during the vendor authorization period and note upcoming processing steps for each application.
- Sort Criteria (major to minor): Vendor name
- Data current as of: Run time
- Frequency: Weekly, on demand
- Users: State agency vendor management staff
- Process: List current status of all current applications for authorization

**SCREEN DISPLAY OR REPORT OF OVERDUE VENDOR AUTHORIZATIONS
ACTIVITIES**

- Reason: Provide tickler report of overdue vendor authorization processing steps for which follow-up action may be needed to complete the authorization process. Also notes authorizations that are due to expire.
- Sort Criteria (major to minor): Vendor Name, Vendor Authorization Milestone
- Data current as of: Run time
- Frequency: Daily (during authorization period)
- Users: State agency vendor management staff
- Process: List all vendors applying for authorization and associated authorization milestones that are behind schedule, or for which the expiration will occur within a specified number of days

REPORT OF OVERDUE FOOD PRICE LIST SUBMISSIONS

- Reason: Identify vendors that have not submitted required food price lists (one time or periodic) to support the authorization process. (Note: a similar capability may be useful to track other submissions required of vendors.)
- Sort Criteria (major to minor): Vendor WIC Identification
- Data Current as of: Run time
- Frequency: Weekly, on demand
- Users: State agency vendor management staff

DETAILED SCREEN DISPLAY OR REPORT OF VENDOR RISK ANALYSIS

- Reason: Identify vendors with the highest risk level and underlying risk factors to assist State agency in targeting undercover compliance buys.
- Sort Criteria (major to minor): Vendor Risk Level, Vendor Total WIC Redemption Value, and Vendor Mailing Address-Zip
- Data current as of: Run time
- Frequency: Monthly, On demand
- Users: State agency vendor management staff
- Process: Calculate total value of food instrument redemptions for each vendor. List all vendors and related data in descending order of risk level within peer group. Calculate total WIC sales for current year for each vendor based on redemption data contained in Food Instruments data store.
- Other Calculated Data: This output should also include statistics calculated by the WIC information system for each risk factor used by the State (e.g., low variance, high mean, WIC sales to total sales), showing the statistics in a standard format that facilitates visual comparisons across vendors.

SUMMARY SCREEN DISPLAY OR REPORT OF VENDOR RISK RANKINGS

- Reason: Identify vendors with the highest risk factors to assist State vendor management staff in targeting compliance buys.
- Sort Criteria (major to minor): Vendor Risk Level, Vendor Total WIC Redemption Value
- Data current as of: Run time
- Frequency: Monthly, On demand
- Users: State agency vendor management staff
- Process: List all vendors and related data in descending order of risk level.

SUMMARY FOOD INSTRUMENT RECONCILIATION REPORT, BY VENDOR

- Reason: Inform WIC staff of daily, weekly and quarterly results of food instrument reconciliation for individual vendors to aid in identifying the need for a compliance buy and/or follow-up during the next routine monitoring visit.
- Sort Criteria (major to minor): Vendor Total WIC Redemption Value, Vendor Identification

- Subtotals: By vendor
- Data Current as of: Run time
- Frequency: Daily, weekly and quarterly
- Processing: Sum statistics for each vendor and calculate percentages
- Users: State WIC agencies

PLANNED VENDOR EDUCATION/TRAINING REPORT

- Reason: Provides a listing of scheduled education for a specific vendor or set of vendors designated by the state agency to assist in planning the logistics of the education (e.g., class size, volume of training materials needed).
- Sort Criteria (major to minor): Vendor Education Scheduled Date, Vendor WIC Identification
- Data current as of: Run time
- Frequency: Monthly, on demand
- Users: State agencies

VENDOR EDUCATION/TRAINING ATTENDANCE REPORT

- Reason: Provides a listing of scheduled education and actual attendance for a specific vendor or set of vendors designated by the state agency to determine the need for follow-up with the vendor to reschedule the education or take other action.
- Sort Criteria (major to minor): Vendor Education Scheduled Date, Vendor WIC Identification
- Data current as of: Run Time
- Frequency: Monthly, on demand
- Users: State Agencies

COMPLIANCE SUMMARY REPORT

- Reason: Provides a listing of vendors scheduled for compliance buys and routine monitoring during a designated period, or a listing of the activities conducted during a specified period.
- Sort Criteria (major to minor): Compliance Activity Date, Vendor WIC Identification, and Vendor Outlet Identification
- Data current as of: Run time

- Frequency: Weekly, Monthly
- Users: State agencies

REPORT OF TARGETED VENDORS FOR ROUTINE MONITORING

- Reason: Provides a listing of vendors and vendor outlets that should be reviewed by state WIC staff in conducting routine monitoring.
- Sort Criteria (major to minor): Vendor Outlet Address-Zip, Vendor Name, and Vendor Outlet Identification
- Data current as of: Run time
- Frequency: On demand
- Users: State agencies
- Process: Search Vendor and Compliance Activity data stores to identify those vendors and vendor outlets for which, based on the Compliance Activity Type and Compliance Activity Date, no routine monitoring activities have been conducted within a specified timeframe. Select at random a number of vendor and vendor outlets that meet the targets of the state agency.

VENDOR SALES ANALYSIS REPORT

- Reason: Provides a listing of the quantities of WIC foods sold by the vendor during a user-specified time frame, and WIC sales volume, to aid in checking the reasonableness of the vendor's WIC sales.
- Sort Criteria (major to minor): Vendor Name, Vendor Outlet Identification, and WIC Food Name
- Subtotals: Food Unit Size
- Data current as of: Run time
- Frequency: On demand
- Users: State agencies
- Processes: Search Food Instrument data store to identify all food instruments redeemed by the selected vendor or vendor outlet. For these instruments, refer to the Food Instrument Type data store and Food Item data stores to determine the WIC foods and quantities included on each food instrument. Sum the quantities of WIC foods. Also sum the actual cost of the redeemed food instruments.

COMPLIANCE CASES AND SANCTIONS SUMMARY REPORT

- Reason: Provide state vendor staff with a listing of active compliance cases during the specified period and help identify cases for which follow-up may be needed. This report also could be requested such that it lists only cases for which State actions are upcoming or are overdue (i.e., a tickler report).
- Subtotals: Number of active cases, cases opened, cases closed
- Sort Criteria (major to minor): Vendor WIC Identification, Compliance Activity Date
- Data current as of: Run date
- Frequency: Weekly, Monthly
- Users: State agencies

VENDOR COMPLIANCE AND SANCTIONS HISTORY

- Reason: Provides a comprehensive history of vendor education, compliance cases, and sanctions imposed on a given vendor and vendor outlets to assist state vendor staff in imposing sanctions and responding to vendor appeals.
- Sort Criteria (major to minor): Vendor WIC Identification Number, Vendor Outlet Identification, and Compliance Activity Date
- Date current as of: Run time
- Frequency: Monthly, On demand
- Users: State and local agencies
- Process: List all compliance activities for the vendor within a user specified timeframe.

MAILING LABELS

- Reason: To support mailing to vendors.
- Sort Criteria (major to minor): Vendor WIC identification Number
- Data current as of: Run time
- Frequency: On demand, Ad hoc batch run
- Users: State agencies

MISSED APPOINTMENT REPORT

- Reason: To support follow up with participants that miss a subsequent certification or high-risk nutrition education appointment.
- Sort Criteria (major to minor): Date
- Data current as of: Run date
- Frequency: On demand
- Users: Local agencies and clinics

I.11 SCHEDULING

MASTER CALENDAR FOR STATE AGENCY/ LOCAL AGENCY/ CLINIC

- Reason: Provides a printed calendar showing all local agency/clinic activities for the designated time period.
- Data Current As Of: Real-time
- Frequency: On demand
- Users: State agencies, local agencies, and clinic

SCHEDULED NUTRITION EDUCATION

- Reason: This screen/report provides a listing of all available Nutrition Education classes for the specified time period to be used in scheduling participants.
- Data Current As Of: Real-time
- Frequency: On demand
- Users: Local agencies, clinics

SCHEDULED VENDOR EDUCATION

- Reason: This screen/report provides a listing of all available Vendor Education classes for the specified time period to be used in scheduling vendors.
- Data Current As Of: Real-time
- Frequency: On demand
- Users: Vendor Management at State agency

STAFF MEMBER INDIVIDUAL SCHEDULE

- Reason: This screen/report provides a daily, weekly, or monthly calendar for individual staff members.
- Data Current As Of: Real-time
- Frequency: On demand
- Users: State and local staff

I.12 SYSTEM ADMINISTRATION

SCREEN DISPLAY AND HARDCOPY REPORT OF DATA TABLE

- Reason: This screen/report allows users to verify the current content of data tables to be used in preparing inputs to the system and in reading output reports.
- Data Current As Of: Real-time
- Frequency: On demand
- Users: State agencies

USER CAPABILITY PROFILE

- Reason: This report provides a listing of the functional capabilities for a user in the WIC information system.
- Data Current As Of: Run time
- Frequency: On demand
- Users: State agencies, local agencies

UNAUTHORIZED ACCESS REPORT

- Reason: This report provides detailed information about attempts to gain access to functions for which a user is not authorized
- Data Current As Of: Run time
- Frequency: On demand
- Users: State agencies, local agencies